



Idaho State Department of Education

Bureau of Special Populations Services

Special Education

PO Box 83720

Boise, ID 83720-0027

MEMORANDUM

To: Special Education Directors, School District Superintendents, and Business Managers

From: Lester Wyer, Grants/Contracts Officer

Date: November 1, 2005

Subject: **District to Agency, Intent to Contract form**

District to Agency Contracts

These contracts are utilized for the provision of services to special education students the district is otherwise unable to serve. In accordance with paragraph 2 of Idaho Code 33-2006, these contracts generate state funds that are allocated to the district for a student's average daily attendance in a contracted facility. The funds generated are comparable to what a student would generate if he/she were served in the district and usually do not reimburse a district for the full amount of the contract.

School districts are only permitted to enter into district to agency contracts with agencies that have State Department of Education (SDE) approved special education programs. Before entering into contractual arrangements, a district needs to contact the Bureau of Special Populations Services to ensure that the agency under consideration is SDE approved.

District to agency contracts cannot be used to contract for related services, such as speech/language, occupational, or physical therapy services. Locally developed service agreements should be used for the purchase of related services.

Attendance Reporting in Lieu of Contracting

Districts have the option of reporting attendance for contracted students as part of the attendance for a school building. If so, staff allocation and unit funds will be generated in lieu of district to agency funds. The district is still required to contract with an approved agency.

Approved District to Agency Contract Form

If a district utilizes the contract option, the district must use an approved contract form, an example of which is posted on the SDE website with this document. This contract, which details the services to be provided, must be completed between the district and agency. It is not necessary to return a copy of this contract to the State Department of Education.

Intent to Contract Form

In order to receive funds for district to agency contracts, the district must also complete the District to Agency Intent to Contract Form. Once the form is returned to the SDE, we will check to be sure that the facility has an approved special education program. The Intent to Contract Form is then submitted to Public School Finance to set up a building number, if necessary, and begin the collection of attendance information.

Contract Reimbursement Rate from State General Funds

The district to agency contract reimbursement rate paid from state funds will be calculated for each school district using the following formula:

$$\begin{array}{ccccccc} 2004-05 & & 2004-05 & & 2004-05 & & 2005-06 \\ \text{District} & & \text{District} & & \text{District Best 28} & & \text{District to Agency Contract} \\ \text{Educational} & + & \text{Benefit} & / & \text{Weeks Average} & = & \text{Reimbursement Rate from} \\ \text{Allowance} & & \text{Apportionment} & & \text{Daily Attendance} & & \text{State General Funds} \end{array}$$

The contract reimbursement rate that will be in effect for each school district for the 2005-06 school year will be based on 2004-05 actual data. This rate is for full time (100%) attendance and will be prorated by actual attendance.

Reimbursement Time Lines

District to agency contract funds for 2005-06 will be disbursed through the exceptional child portion of each district's apportionment payment beginning in February, 2006.

Make a copy of the form for your files. Return completed original form no later than **January 10, 2006** to:

Lester Wyer, Grants/Contracts Officer
Special Education
State Department of Education
PO Box 83720
Boise, ID 83720-0027
208 332-6916; ldwyer@sde.idaho.gov (email)